



Mayor Annise D. Parker



Houston Green Office Challenge

Energy Efficiency Incentive Program

Instructions:

Please submit a completed Energy Efficiency Incentive Program (EEIP) application and a copy of your energy audit (signed by a CEM or PE) to the Houston Green Office Challenge. Sections A, B, and C of this application (pages 4-7) must be completed; please be accurate and thorough to avoid delays in processing. Where no response is possible, or if the question does not apply to the proposed project, it should be marked N/A. Attachments and additional pages are not required unless specifically requested in the application. Additional information may be requested, if necessary.

Submission Options:

Completed and signed application(s) and copy of energy audit(s) may be mailed, faxed or sent as a scanned image by email to:

By Mail to: GeoTechnology Research Institute/Houston Advanced Research Center
Attn: Jennifer Ronk
4800 Research Forest Dr.
The Woodlands, TX 77381

By Fax to: (281) 363-7914 – Mark your cover sheet, Attn: Jennifer Ronk

By Email to: jronk@harc.edu

For questions, about the program or the application process, please call or email Ms. Jennifer Ronk
Email: jronk@harc.edu Phone: (281) 363-7927

REMINDER: Please keep a completed hard copy for your records.

PROGRAM OVERVIEW

The City of Houston has committed funding from its Department of Energy (DOE), Energy Efficiency and Conservation Block Grant to fund the Energy Efficiency Incentive Program (EEIP). Eligible **commercial building owners** may apply for funding to make permanent energy efficiency improvements that will reduce monthly utilities expenses and the greenhouse gas footprint of their building. The incentive payment is based on a percentage (based on the table below) of the cost of the energy efficiency work performed (labor and materials) on the building.

In order to apply for the program the commercial office space must undergo an energy audit that is performed by either a certified energy manager (CEM) or Professional Engineer (PE). This audit must be submitted as part of the application and will be reviewed before acceptance into the program. The incentive payment will be based on the following:

	Type of Building and Energy Savings Required for Incentive Payment	
Incentive Payment	Commercial Buildings	Energy Star/LEED Certified Buildings
40% of expenses incurred	15%	10%
60% of expenses incurred	30%	20%

Incentive Cap: Incentive payment is capped at \$500,000 per building. At no time may **total** incentive payments and rebates equal more than the retrofit project costs. This is a federal requirement and subject to fines and prosecution.

ELIGIBILITY REQUIREMENTS

- Applicant must be the **building owner**.
- Applicant's building must contain a **minimum of 5,000 square feet of commercial space**.
- Applicant must **have a CEM or PE to perform an energy audit** and make energy efficiency recommendations for the building which will at a minimum create the energy savings noted above.
- Construction of energy efficiency measure **must not** begin until the project is accepted into the program.
- **\$50,000 minimum** amount of work to qualify for this program.
- Applicant using outside financing must be pre-approved by the bank of their choice.
- Applicant may not owe more than \$100 in delinquent ad valorem taxes on real or personal property located within the City of Houston, and be in good standing with the Federal government.
- Applicants must agree to follow the Buy American Act Provisions of the American Recovery and Reinvestment Act of 2009.
- Applicants must agree to follow and have all of their subcontractors follow the Davis Bacon Act.
- Applicants will be obligated to provide to the City & its designee both pre and post retrofit installation utility bills, as well as historical occupancy rates for the same period of time.
- An applicant, building owner, may have a maximum of three buildings in the program
- For an award, applicants must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number. DUNS website: http://www.dnb.com/US/duns_update/
- Applicants must register with the System for Award Management (SAM). SAM website: <http://www.sam.gov/>
- Applicants must join the Houston Green Office Challenge (GOC) and US DOE Better Buildings Challenge.
 - The City of Houston launched the Houston Green Office Challenge (HGOC) in October of 2010, which invites commercial office owners/managers and tenants in Houston's business districts to increase their environmental and economic performance in the areas of energy conservation, waste reduction, water efficiency, cleaner transportation choices and property management/tenant engagement. Find out more at: www.houstongoc.org
 - The US DOE Better Buildings Challenge is a commitment to reduce building energy intensity by 20% between 2008 and 2020. Find out more at: <http://www4.eere.energy.gov/challenge/partners/better-buildings/houston>
 - For questions and assistance related to the Houston Green Office Challenge, or the Better Buildings Challenge, please contact:

Lisa Lin, LEED AP, Sustainability Manager
City Hall, 901 Bagby, 1st Floor, Houston, TX 77002
(832) 393-0850 direct
lisa.lin@houstontx.gov

Energy Efficiency Incentive Program Application
(Please type or print clearly)

Entity Contact Information *(The name of the building owner applying – if legal entity other than an individual or partnership also show state in which it is currently organized):*

LEGAL NAME: _____

EIN/TIN #: _____ DUNS # _____ Registered in SAM thru: (date) _____

ADDRESS: _____

STATE IN WHICH ORGANIZED: _____

Contact Name *(The name of the person to discuss application with):*

Telephone: _____ Email: _____

Application prepared by:

Name: _____ Title: _____

Telephone: _____ Email: _____

Is this person a Consultant? Please specify: Yes ☐ No ☐

Applicant has joined the Houston Green Office Challenge and agrees to participate in the Better Buildings Challenge: Yes ☐ No ☐

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Authorized Official:

(List the name of the highest ranking individual that has authority to make decisions on behalf of the building owner(s). This person ultimately has the responsibility of acceptance, completion and compliance of the EEIP program and funds.)

Name: _____ Title: _____

Telephone: _____ Email: _____

I, _____ (person's name), certify that I am the Authorized Official of _____
_____ (entity name) and affirm that all of the statements made
and information provided herein, including statements made and information provided in any attachments are
true, complete, and correct, to the best of my knowledge. I hereby certify that if accepted into the Incentive
Program I will abide by the Davis Bacon Act. In so doing, I will make sure anyone, including contractors, doing
energy efficiency retrofit work on the building will also abide by the Davis Bacon Act. I acknowledge that not
complying with these two provisions will terminate my acceptance into the Incentive Program and as such my
acceptance to the Program will be rescinded.

X

Signature of Authorized Official **Date**

SECTION A – PROJECT SUMMARY

Proposed Project Category:

(Select the category your proposed project falls under. Check all that may apply.)

- ☐ 1. Building energy audits and retrofits.
- ☐ 2. Installation of distributed energy technologies.
- ☐ 3. Installation of renewable energy technologies (if combined with an energy retrofit project in same building).

Project Name and Location:

Give the building name and give a physical location.

For example: A project to retrofit lights at XYZ Offices may read:

Name: XYZ Offices

Location: 1521 Great Street, Houston, TX 77002

Name: _____

Location: _____

Building Classification

_____A _____B _____C

Does the project involve a building that is more than 45 years old, a historical building or historical site in a neighborhood designated as a historical landmark?

Yes ☐ No ☐ If yes, please list all that apply:

Project Description (attach additional sheet if needed):

(Explain project or activity in detail from start to finish. Please include purpose and benefit of project in addition to any equipment to be purchased, energy audits, if applicable, etc. If more than one proposed project category was chosen above, please indicate descriptions for each.)

Proposed project or activity dates:

Start Date:

End Date:

(Start date: estimated date when the entity expects to begin actual work.)

(End date: estimated date when the project will be completed. Project must be completed by September 20, 2013. Please include an estimated time line.

For example:

<i>Start contractor bid process:</i>	<i>December 1, 2010</i>
<i>Select contractor:</i>	<i>December 15, 2010</i>
<i>Ordered equipment:</i>	<i>January 15, 2011</i>
<i>Contractor installs equipment:</i>	<i>February 19, 2011</i>
<i>Review of contractor work:</i>	<i>March 3, 2011</i>
<i>Project completed:</i>	<i>March 3, 2011</i>

Proposed energy savings and/or renewable energy generated

(If known, give the proposed total energy saved and the type of energy.)

For example: Energy Saved: 550 kWh – electricity

Energy Saved: 100 MCF – natural gas

Energy Saved: _____ Type of energy: _____

Renewable Energy Generated: _____ Type of Renewable: _____

Energy Saved: _____ Type of energy: _____

Renewable Energy Generated: _____ Type of Renewable: _____

Energy Saved: _____ Type of energy: _____

Renewable Energy Generated: _____ Type of Renewable: _____

Proposed Greenhouse Gas (GHG) Emissions Reduced:

(If known, give the proposed total greenhouse gas reduced based on CO₂ equivalents)

For example: 1 ton CO₂e

GHG Emissions Reduced (CO₂ equivalents): _____

SECTION B – Controls Questionnaire

The Controls Questionnaire is an informational tool for the Houston Green Office Challenge Energy Efficiency Incentive Program. All applicants **MUST** complete this form. Questions with “please explain” must be explained in the comments section. Attach an additional sheet if necessary.

Question	Yes	No	Comments
1. Has the applicant received any federal, state or city funds in the last 3 years for energy and conservation facilities? If yes, what is the amount of the fund received?	<input type="checkbox"/>	<input type="checkbox"/>	
2. If yes, is/was the applicant required to have an audit?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If yes, what type of audit does/did the applicant receive and how often?	<input type="checkbox"/>	<input type="checkbox"/>	
4. In the last three years have there been any findings or monitoring during a review of the operations of the building? If yes, please explain and attach separate sheet if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the applicant have written building operation and maintenance policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Comments
6. Does the entity have a procedure to monitor the day-to-day project or activity progress? Please explain, attach additional sheet if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the applicant in good standing with any applicable debt due to the City of Houston?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Does the applicant have internal or external influences that would limit or prohibit participation in the EECG program?	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION C – Budget

Estimated Project or Activity Cost: \$ _____
(The cost of the project or activity you have selected.)

Total cost of overall project or activity (if applicable): \$ _____

Eligible Incentive Amount: \$ _____

(The amount you are eligible to receive from the Green Office Challenge Incentive Program upon completion of retrofit work is 20% of the cost of the project or activity not to exceed \$200,000.00.)

Budget Guidelines

Budget cost must be allowable, necessary and reasonable for proper and efficient performance and administration of the activity or project. List each expense under a specific budget category and give a justification for the expense. Allowable cost categories under the Houston Green Office Challenge's Energy Efficiency Incentive Program are as follows:

- Project related Equipment (list all equipment individually)
- Other Direct Operating Expenses (materials, supplies, and fabricated parts necessary and actually used to carry out project or activity)
- Subcontract (Project Vendors)
- Personnel **and/or** Consultant (up to 7%)

Unallowable expenses under the Houston Green Office Challenge's Energy Efficiency Incentive Program are as follows (this is not an exhaustive list):

1. Advertising and public relations	14. Housing
2. Alcoholic beverages	15. Indirect costs
3. Bad debts	16. Insurance against defects
4. Contributions and donations	17. Insurance on lives of officers and trustees
5. Cost of Money	18. Interest and financing costs
6. Entertainment	19. Investment counsel and management
7. Fines, penalties and late fees	20. Leases
8. Food and drink	21. Lobbying
9. General selling and marketing expenses	22. Losses on grants and contracts
10. Goods and services for personal use of employees	23. Memberships, dues, social and civic activities
11. Gratuities	24. Organizations set up costs
12. Independent research and development	25. Patent cost
13. Travel	26. Any undocumented cost

Budget Categories: List the categories in which the entity will expend funds:

(For example: personnel, subcontract, project related equipment, etc.)

- If the entity will have administrative cost, the details of the cost (consultant name or staff name) must be included. Davis-Bacon Act applies to all effort charged to the project.
- If the entity will purchase project-related equipment, the equipment must be listed individually with cost. Please remember that all equipment purchases must follow the Buy American Provisions of the American Recovery and Reinvestment Act. Please see

Financial Assistance Guide for the American Recovery and Reinvestment Act of 2009, located at:

http://www1.eere.energy.gov/recovery/buy_american_provision.html

Budget Amount: Amount or estimated amount for the budget category.

Justification: For each budget category, explain the reason for the expense and how the cost (or estimated cost) is determined.

Budget Category	Budget Amount	Justification
TOTAL BUDGET	\$	

Please attach the Certified Energy Manager's building assessment, and Financing PreApproval documentation (if outside funding is being utilized), or a letter from the owner stating that outside funding will not be utilized.